

**Kalamazoo Public Library**  
**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES**  
**PUBLIC MEETING**  
Date: April 27, 2015  
Time: 4:00 p.m.  
Location: Central Library Board Room

**TRUSTEE ROLL CALL:**

Present: Bruce Caple, Lisa Godfrey, Cheryl TenBrink, James VanderRoest, and Valerie Wright

Absent: Robert Brown, Kerria Randolph

**CALL TO ORDER:**

President Caple called the meeting to order at 4:00 p.m.

**AGENDA APPROVAL:**

The agenda was amended to move the Reading Together Wrap-Up before the Walking Tour of Kalamazoo. Board Secretary R. Brown was absent from the meeting and President Caple appointed C. TenBrink as Acting Secretary.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

President Caple shared a communication from Richard Atwell, thanking Director Rohrbaugh, the Kalamazoo Public Library Board of Trustees, and the Jim Gilmore Jr. Foundation for the installation of hearing loops at Central Library.

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

Asha Khazad, 710 Collins St. #1202. A. Khazad shared a suggestion that admittance to the Kalamazoo Public Library facilities cost \$0.25. He argued that attaching a cost to use of the library would result in increased respect for the services provided by KPL, and shared a personnel anecdote regarding the frivolity with which he has seen free information treated in the past.

**III. CONSENT CALENDAR**

- A. *Minutes of the Meeting of March 23, 2015*
- B. *Personnel Items*

**IV. FINANCIAL REPORTS**

- A. *Financial Reports for the Month Ending March 31, 2015*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending March 31, 2015.

Discussion: V. Wright asked about recent tax “clawbacks” received from the City of Kalamazoo. D. Schiller explained the clawbacks were industrial facilities tax rebates that were returned to the city when International Paper and Steel Supply & Engineering failed to fulfill the criteria for

the rebates.

MOTION: V. WRIGHT MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MARCH 31, 2015.

MOTION CARRIED 5-0.

**V. REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

*A. Salary Ranges for Supervisory-Technical and Administrative Staff*

Revised Budget: Director Rohrbaugh recommended the Board approve the salary ranges for Supervisory-Technical and Administrative Staff to be effective July 1, 2015.

Executive Summary: We recently contracted with HRM Innovations to conduct a salary range survey of our Supervisory-Technical positions. Salary surveys from Michigan nonprofits, Detroit suburban libraries, HRM survey of area libraries, and Compdata were all used. The average mid-point of the survey results was used to develop the mid-point of these recommended ranges.

Some of the recommended ranges are increased, some decreased, but no employees are red-lined and all employees have room for salary growth within the range of their position, some more than previously, some less. Super-Tech positions are no longer grouped in levels, but each stands alone by job title.

Our salary ranges are stepped: KPLSP, KPLA, Super-Tech, and Administrator. To maintain this pattern, the administrative staff salary ranges have been adjusted by a modest amount at both the minimum and maximum to broaden the range.

The recommendation for both Supervisory – Technical and Administrative Staff ranges have been reviewed in detail by both Personnel and Finance and Budget Committees and comes to the full board with the support of both committees.

Discussion: President Caple expressed his support of the salary range reorganization and particularly, the examination of each position individually.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE SALARY RANGES FOR SUPERVISORY-TECHNICAL AND ADMINISTRATIVE STAFF TO BE EFFECTIVE JULY 1, 2015.

MOTION CARRIED 5-0.

REPORTS:

*B. Third Quarter Strategic Planning Statistics*

Director Rohrbaugh introduced the finalized Strategic Planning Statistics for the third quarter of the 2014-2015 fiscal year. She highlighted a number of figures beginning with items 1.4 and 3.5,

which pertained to HUB programming attendance. She reminded the board that, as in previous quarterly reports, the numbers are low due to a delay in the implementation of programs utilizing the HUB.

Item 5.4 related to the conducting of the annual Adult Patron Survey. Director Rohrbaugh highlighted one of the major findings from that survey, stating 99% of patrons reported they were able to find something good to read, view, or listen to on their most recent visit to the library.

Finally, she reported on item 7.1 stating the digital collections section of the local history page on KPL's website received abnormally high traffic due largely to a Genealogical Society event which made heavy use of the collections.

Discussion: J. VanderRoest asked about item 4.3 which regards visitors to the Teen Room at Central Library. Director Rohrbaugh stated the number had been below target now for each of the three quarters of the current year and indicated that perhaps the target number was too high from the onset. She also drew the board's attention to item 4.2, which has reached 96.3% of its target after only three quarters and concerns teen attendance at library programs and outreach events.

L. Godfrey asked when the Teen Patron Survey would be conducted. Director Rohrbaugh stated it would occur during the fourth quarter of the fiscal year and asked P. Jouppi when it would be available to teens. P. Jouppi responded that it was currently available.

V. Wright stated she felt as though the teen programming lineup was very robust and asked whether KPL's teen space and programs were comparable to other libraries. Director Rohrbaugh indicated that often other libraries will have a small area for teen services, which may share space with another department as opposed to the large, dedicated space at Central Library.

L. Godfrey reminded the board that just because teens are not visiting the Teen Room, this does not mean that teens are not visiting the library; they just choose to be elsewhere in the building. V. Wright asked where teen programs are typically held. Director Rohrbaugh deferred to S. Warner, Head of Youth Services, who stated teen events typically happen outside of the teen room.

President Caple asked if there was metadata from the website that would determine user demographics. Director Rohrbaugh stated there was not.

Disposition: Trustees thanked Director Rohrbaugh for the report.

#### *D. Legislative Update – Diane Schiller*

Report: D. Schiller stated none of the bills that she has been watching have advanced and she has found no new bills upon which to report.

Discussion: No discussion.

Disposition: Trustees thanked D. Schiller for her report.

*E. Reading Together Wrap-Up – Karen Trout*

Report: K. Trout began by reminding the board that the title of this year's Reading Together selection was The Living Great Lakes by Jerry Dennis. She stated the program series sought to look at the Great Lakes from all angles. There were fifteen programs this year on a wide variety of topics relevant to the Great Lakes. She shared a push-pin map of the Great Lakes that was taken to each event and asked attendees to stick a pin at each location they have visited. K. Trout said it was enjoyable to watch the map fill up as the programs went by.

She reported that The Living Great Lakes circulated approximately 2,000 times while the goal for circulation was 1,500. She also reported that while last year eBook circulation of Reading Together titles accounted for less than 1% of total circulation, this year she saw that number increase to more than 3%.

She continued by stating the attendance goal of 1500 was met, as 1511 people attended Reading Together events this year. She said the reported number was probably a little soft and it was likely up to an additional 100 people attended the main author visit event at Kalamazoo Central High School. She shared a breakdown of attendance at each event and stated that over all, the attendance distribution was fairly typical.

K. Trout concluded by saying the Reading Together Selection Committee would be gathering in May to begin work on picking a title for next year's program.

Discussion: President Caple asked if 'Book Club in a Bag' circulation figures had changed from last year. K. Trout stated she presumes these numbers to be very similar to last year's figures. C. TenBrink asked if K. Trout knew of any reasons why the 'Book Club in a Bag' option was not more popular. President Caple said it was his wife's opinion that it can be stressful to coordinate the returning of the individual copies of the book. V. Wright agreed. K. Trout responded saying 'Book Club in a Bag' can be problematic in the sense that occasionally books from a given bag will be returned individually to the library instead of as a set and that can be frustrating.

President Caple asked whether K. Trout has ever considered putting together a recommended reading list comprised of titles which were considered for but not ultimately selected as Reading Together titles. K. Trout said it had never been suggested, but she found the idea interesting.

Disposition: Trustees thanked K. Trout for her report.

*F. Walking Tour of Kalamazoo – Beth Timmerman*

Report: B. Timmerman began the second portion of her digital walking tour of Kalamazoo, the first half of which was presented in January, 2015. The first building she examined was St. Luke's Episcopal Church. She explained a number of the architectural elements, and stated that Edward Stent designed the interior of St. Luke's as well as the stained glass windows in the 1893

Kalamazoo Public Library building. Those stained glass windows survive today in the Van Deusen Room and outside of the Local History Room.

The next stop on the tour was the Ladies Library Association. She stated it is believed to be the first women's club organized in Michigan, and the building itself was the first built by and for a women's organization in the country. It was also the first lending library in Kalamazoo, serving both men and women, although only women could vote and hold office within the organization. When Kalamazoo Public Library opened, they ceased loaning materials to men, but they did loan money to men with a 10% interest rate for fund-raising purposes.

B. Timmerman continued on to the Marlborough Building, an apartment complex built in 1923 by local architects Billingham & Cobb. In the late 1970s, it was converted to condominiums. Prior to the conversion, the Marlborough was a very popular residence for librarians working at Kalamazoo Public Library.

Moving down South Street, B. Timmerman explained the next building with a library connection is the Carder-Van Deusen House. The home was purchased in 1876 by Edwin Van Deusen, who heavily modified the original Italianate structure, adding neoclassical elements. Van Deusen and his wife were living in the home when they provided funds for the construction of the 1893 Kalamazoo Public Library building.

The A.M. Todd building was the next site examined. The home was located on the site of the current County Building. The company moved in 1929 and the Works Progress Administration moved in shortly thereafter. The WPA completed numerous projects around Kalamazoo including improvements to Milham Park, the stonework in Riverside Cemetery, and the Fountain of the Pioneers in Bronson Park. In the 1930s, there were numerous positions at Kalamazoo Public Library funded by the WPA. Additionally, one of the most significant contributors to the Local History Collection, Mamie Austin, a photographer, was working for the WPA while she captured her images of Kalamazoo. Later, Austin came to work for the library and was known as 'the movie lady' because she would travel around town showing films.

The final stop on the tour was Bronson Park. B. Timmerman explained the history of the park, the ways in which the landscape changed over the years, and focused on the series of fountains that have been installed in the park over the years. The first fountain was built in 1879 and replaced by the McCall Fountain in 1926, which proved to be unpopular. The Fountain of the Pioneers was built in 1940 with WPA funds. She explained the connection between the fountain and the library stating that the original fountain was inhabited by 100 trout which spent their winters in the lower level of the library when the fountain needed to be drained.

Discussion: L. Godfrey asked when the bookstore moved out of the lower level of the Marlborough Building. B. Timmerman estimated it occurred around the time of the renovation of the building in the late 1970s.

V. Wright asked at what point the trout from Bronson Park were kept in the library. B. Timmerman said she was able to find city records dating to 1902 which confirmed plans to store the trout in the library over the winter.

Disposition: Trustees thanked B. Timmerman for her report.

**VI. COMMITTEE REPORTS**

- A. *Finance and Budget Committee* – J. VanderRoest stated the committee met to discuss the supervisory-technical and administrative staff salary ranges and planned to meet in again in May.
- B. *Personnel Committee* – V. Wright said the committee also met to discuss the supervisory-technical and administrative staff salary ranges, and reminded trustees about the upcoming director's evaluation.
- C. *Fund Development and Allocations Committee* – No meeting.
- D. *Director's Building Advisory Committee* – No meeting.

**VII. OTHER BUSINESS**

A. *Director's Report*

Report: Director Rohrbaugh began by stating it is time once again to update staff and board member photographs on the KPL website. She announced plans to have trustees photographed prior to the May 18<sup>th</sup> board meeting.

She drew trustees' attention to an item in the Director's Report indicating through mid-April only one HUB card had been sold. She then mentioned MTeam has been drafting the Action Plan and Organizational Competencies for 2015-2016, and reminded the board that the budget will be available for review in May and June.

She continued by sharing some news regarding Zinio, stating a variety of popular new titles have recently been added to the digital magazine collection.

Director Rohrbaugh announced a form recently added to the "Join Friends" page on the KPL website will allow patrons to sign up for a new membership or renew easily online.

She then reported new credit card arrangements which will be in place shortly at self-check stations that will support a wide variety of credit cards.

Lastly, she stated that the Business Office staff has been busy preparing for compliance with the Affordable Health Care Act as it pertains to the 2015 tax season.

Discussion: President Caple asked about an item which announced the testing of a new desktop scanner to facilitate a move towards using less paper in the library office. D. Schiller explained the photocopiers currently used for document scanning are not ideal and desktop scanners should allow for increased usability and security. President Caple asked what the cost per unit is expected to be. D. Schiller stated the scanners cost between \$250 and \$300.

L. Godfrey asked for details regarding an item which explained the library's TECHbar program. Director Rohrbaugh explained TECHbar is a drop-in service for patrons to ask IT staff any and all

questions they might have regarding library technology or personal devices. K. King explained TECHbar has visited all library facilities except the Oshtemo Branch. L. Godfrey asked about the types of questions they had been receiving, and K. King replied that they have answered questions regarding laptop use, the downloading of music, and other every day tech-related questions. C. TenBrink asked if patrons are allowed a certain amount of time for their inquiries. K. King stated that is has not been an issue yet and the TECHbar is generally staffed by three to four people at a time.

Disposition: Trustees thanked Director Rohrbaugh for her report.

#### VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

Asha Khazad, 710 Collins St. #1202. A. Khazad reminded everyone present to vote on May 5<sup>th</sup>, and shared his enthusiasm for Hilary Clinton's bid for the office of President of the United States in 2016.

#### IX. COMMENTS BY TRUSTEES

- L. Godfrey had no comments.
- V. Wright asked if there was an easy way to find the Director's Blog on the KPL website. Director Rohrbaugh explained it had been moved to the 'Blogs and More' section of the website. V. Wright stated she was looking forward to the Global Reading Challenge, taking place after the board meeting. She also said she attended the Valerie Van Heest program at Oshtemo on the topic of shipwrecks in the Great Lakes and stated it was incredibly well attended, seemed to be a very enjoyable event, and generated a lot of patron questions.
- C. TenBrink commented that since board packets have been arriving later than anticipated due to current Post Office protocol, a change in the delivery schedule may be in order. She suggested the possibility of delivering board packet by hand. Director Rohrbaugh stated the delay in delivery was a known issue, and library staff would be taking measures to compensate for that.
- J. VanderRoest commented on a photo earlier displayed by B. Timmerman in her report, saying there was an object lesson to be found there. He mentioned two large pillars at the front of the interior which appeared to be supporting the building. In reality, during renovations in the 1960s they discovered the pillars were not secured to the floor effectively and were, in fact, pulling the building down. The lesson, he said, is that occasionally the things which we believe to be supporting us, are actually weighing us down. Additionally, he reported that he visited KPL to pick up some books and received a pleasant greeting from circulation staff, and despite there being only fifteen minutes left during open hours, the atmosphere was enjoyable and comfortable. Lastly, he announced his application for the Kalamazoo Blue Ribbon Committee.
- President Caple said he had recently been to the Park Club and had determined that since the library no longer has a membership with the club, there may be some sensitivity to board members continuing to park in their lot. He expressed interest in ensuring the Park Club continues to be comfortable with the arrangement.

#### X. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:12 P.M.

**X**

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Robert Brown  
Secretary

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